

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 33-114**



21 FEBRUARY 2014

Communications and Information

**SOFTWARE LICENSE MANAGEMENT
PROGRAM FOR LITTLE ROCK AFB**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 19 CS/SCXS

Certified by: 19 MSG/CC
(Stephen L. Weaver, Colonel)

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This instruction establishes policies and procedures for acquisition, approval, and use of Commercial-Off-the-Shelf (COTS), Government-Off-the-Shelf (GOTS) software applications in accordance to Executive Order (E.O.) 13103, *Computer Software Piracy*, September 30, 1998. It also outlines the duties and responsibilities of the Base Computer Systems Officer (CSO), unit commanders, Base Software License Managers (BSLM), and Unit Software License Managers (USLM). This instruction applies to all units on Little Rock Air Force Base utilizing the AREA52 network. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

1. Purpose

1.1. The purpose of this instruction is to provide guidance and procedures for Little Rock AFB personnel who use government devices and computer systems. All personnel must adhere to this instruction when planning, developing, using or maintaining government owned or purchased software. It applies to Air Force-procured GOTS/COTS software and software developed for unique Air Force purposes.

2. Objectives

2.1. The following are the objectives of this instruction:

2.1.1. Provide commanders, USLMs and users of software at all levels guidance for managing licensed and other software used by Little Rock Air Force Base personnel.

2.1.2. Reference requirements for standardizing documentation and implementation processes.

3. Responsibilities

3.1. 19 CS/CC Responsibilities

3.1.1. The 19 CS/CC will appoint in writing a primary and alternate BSLM. Appointment letters will be reviewed annually and forwarded to the Command Software License Manager (CSLM) at Headquarters, Air Mobility Command (HQ AMC). The BSLM appointment letter will be maintained on the official records drive until disposition has been met.

3.1.2. Ensure overall program functionality and provide assistance to the BSLM when necessary.

3.2. Unit Commander Responsibilities

3.2.1. Appoint in writing a primary and alternate USLM and ensure the appropriate training is completed. Appointment letters will be reviewed annually and forwarded to the BSLM. No software above the SDC will be approved to be purchased or used on unit computer systems without the appointment of a USLM. The USLM appointment letter will be maintained on the official records drive until disposition has been met.

3.2.2. Ensure incoming and outgoing software license managers conduct a joint inventory of all licensed software and endorse all inventories.

3.2.3. Certify to the BSLM an annual inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory prepared by the USLM. Complete this certification annually, when USLM changes or each year when directed by the BSLM.

3.2.4. Ensure USLMs maintain a software inventory of all GOTS/COTS software in use within their unit beyond the Standard Desktop Configuration (SDC).

3.2.5. Sign a memorandum for purchase of any software that is not on an approved products list explaining the mission essential requirement and accepting the risk that the software may not be approved for use through the AF software certification process. This memorandum is required to be included in the WOMS request.

3.2.6. Ensure necessary training for users and maintainers is obtained for unique software purchased or developed by the unit.

3.3. BSLM Responsibilities

3.3.1. The BSLM is the overall Little Rock AFB focal point for software license management.

3.3.2. Complete the required Computer Based Training (CBT).

3.3.3. Maintain BSLM Program on WIAO SharePoint. All official records will be maintained on the official records drive until disposition has been met.

3.3.4. Provide software license program training for newly appointed BSLMs, USLMs, and Client Service Technician (CST)/Functional System Administrators (FSA). All official records will be maintained on the official records drive until disposition has been met.

3.3.5. Utilize the base SharePoint and WIAO Cyber Bulletins to the maximum extent possible as a tool to educate all users.

3.3.6. Ensure each unit performs an annual inventory of all software, licenses, and corresponding documentation of unit software.

3.3.7. Perform periodic compliance visits to base units and tenant organizations who utilize the AREA52 domain. Inspect each unit account annually to verify compliance.

3.3.8. Maintain a current list of all USLMs on WIAO SharePoint.

3.3.9. Ensure automated tools are used to the maximum extent possible for tracking software installed on the base network.

3.3.10. Verify new acquisition requests submitted via WOMS against the AF/EAPL. When software acquisitions not included on the AF/EAPL are requested, provide guidance to the USLM on the process for AFNIC/NVI approval and inclusion on the list.

3.4. USLM Responsibilities

3.4.1. Serve as the unit focal point for the acquisition, maintenance and tracking of all purchased or requisitioned software.

3.4.2. Support and implement the BSLM program.

3.4.3. Maintain a unit continuity binder on the WIAO SharePoint that will include all documentation mandated by this publication and directed by the BSLM.

3.4.4. Complete the following training requirements. Complete the Air Force Software Licensing Manger & Anti-Piracy CBT located on the IT-ELearning website within 30 days of appointment and annually thereafter. The CBT is located on the Air Force Portal at IT E-Learning/USAF Custom Courses Air Force Software Licensing Management & Anti-Piracy. Complete local training provided by the BSLM. Upload all training certificates to the WIAO SharePoint unit continuity binder.

3.4.5. Annually instruct/train the unit IS users on the following:

3.4.5.1. Do not install and use copies of government-owned software on a home computer unless the software license explicitly allows users to do so and the base CSO has authorized such use. When authorized for installation on a home computer, only use the software for official Air Force business. Personal use may be a violation of *The Copyright Act*, rendering the individual user accountable and liable.

3.4.5.2. Do not install freeware, shareware, or personally owned software on government systems without approval of the system administrator or network manager servicing your organization, according to AFMAN 33-282, *Computer Security*.

3.4.5.3. Do not make any illegal copies of copyrighted software.

3.4.5.4. *The Privacy Act* and *The Copyright Act* considerations; and Air Force, DoD and E.O. provisions.

3.4.6. Ensure all COTS software purchased by unit personnel is tracked via a locally developed spreadsheet to include software name, vender name, version, AF/EAPL inclusion, number of licenses, number of issued licenses and machine name(s) software is loaded to. This spreadsheet will be uploaded to the USLM continuity binder on the WIAO SharePoint and will be used to record necessary data from each software item and updated as items are added or deleted.

3.4.7. Conduct (and document) an annual inventory and audit of all licensed COTS software controlled by the organization.

3.4.8. During annual inventory, dispose of old or outdated versions according to the license agreement and record destruction on the locally developed destruction document.

3.4.9. Store evidence of license agreements of licenses (e.g., user manuals, purchase documentation, CD-ROMs, etc.) and physical software media in a secure location (e.g., locked drawer, file cabinet, room, etc.).

3.4.10. Identify software without associated licenses, assemble proofs of purchase, and request replacement licenses from publishers, as needed.

3.4.11. Perform a joint inventory of software before transferring responsibility to another software license manager. Ensure the unit commander endorses the hard-copy report.

3.4.12. Ensure all software license purchase requests are submitted via WOMS. Follow the Standard Operating Procedures outlined by WIAO for software acquisition. If the USLM does not have a WOMS account, the request can be submitted via the unit IAO. Only the USLM or IAO can submit requests for the purchase of software. This is only an option when the USLM is awaiting WOMS account creation.

3.4.13. Receive all new software and update the locally developed software license tracker in the applicable USLM folder on the WIAO SharePoint. This will be used as a record of all software controlled by the unit.

3.4.14. Become familiar with license agreements of software before providing to CSTs/FSAs for installation.

3.4.15. Develop and implement a documented process to ensure that all software controlled by the unit is free of viruses and malicious logic. This will be accomplished by right clicking the software and scanning for threats. After the software is scanned, annotate the locally developed software tracker in the applicable column.

3.5. Unit IAO Responsibilities

3.5.1. Submit WOMS requests for purchase of software via WOMS when requested to do so by the USLM. This is only an option when the USLM is awaiting WOMS account creation.

3.6. CST/FSA Responsibilities

3.6.1. Only install software above and beyond the Standard Desktop Configuration (SDC) that is approved and tracked by the USLM.

3.6.2. Only uninstall, upgrade, or perform any actions that change the amount or number of licensed software products installed on the base network and tracked by the USLM when approved to do so by the USLM.

3.6.3. Ensure software covered by an enterprise license agreement is not transferred with hardware when performing Information Technology Hardware Asset Management transfers.

3.6.4. Will not purchase, obtain or load software, other than software included as part of the SDC, without prior coordination of the USLM.

3.6.5. Will not install freeware, shareware, or personally owned software on government IS without approval of the USLM who will coordinate requirement via WIAO documented processes.

3.7. User Responsibilities

3.7.1. Assist USLMs with software inventories on ISs if required.

3.7.2. Will not request the installation or removal any software application without first coordinating with the USLM.

3.7.3. Will not install and use copies of government-owned software on a home computer unless the software license explicitly allows users to do so and the base CSO has authorized such use. When authorized for installation on a home computer, only use the software for official Air Force business. Personal use may be a violation of *The Copyright Act*, rendering the individual user accountable and liable.

3.7.4. Will not install freeware, shareware, or personally owned software on government systems without approval of the system administrator or network manager servicing your organization, according to AFMAN 33-282, *Computer Security and AFI 33-114, Software License Management*.

3.7.5. Will not make any illegal copies of copyrighted software.

3.7.6. Report all unauthorized or illegal software on government owned IS to the USLM for resolution.

PATRICK J. RHATIGAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5 United States Code, Section 552a (Privacy Act), update January 7, 2011

Title 17 United State Code (Copyright Law), December 9, 2010

AFI 33-114, *Software Management*, May 13, 2004

Executive Order (E.O.) 13103, *Computer Software Piracy*, September 30, 1998

AFMAN 33-363, *Management of Records*, March 1, 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

19 CS—19th Communications Squadron

19 CS/SCXS—19th Communications Squadron, Wing Information Assurance Office

AFCA—Air Force Communications Agency

AF—GIG - Air Force Global Information Grid

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AIS—Automated Information System

BSLM—Base Software License Manager

CCB—Configuration Control Board

COTS—Commercial Off-The-Shelf

CST—Client Service Technician

CSLM—Command Software License Manager

CSO—Computer Systems Officer

CTO—Certificate to Operate

DoD—Department of Defense

AF/EAPL—Air Force/Enterprise/Approved Products Listing

FARM—Functional Area Records Manager

GOTS—Government Off-the-Shelf

HQ AMC—Headquarters Air Mobility Command

WIAO—Wing Information Assurance Office

IS—Information System

IT—Information Technology

MAJCOM—Major Command

OPR—Office of Primary Responsibility

SDC—Standard Desktop Configuration

SMS—System Management Server

USLM—Unit Software License Manager

Attachment 2**UNIT SOFTWARE LICENSE MANAGER APPOINTMENT LETTER TEMPLATE**

DATE

MEMORANDUM FOR 19 CS/SCXS Base Software License Manager

FROM: Unit/Det Commander Office Symbol

SUBJECT: Appointment of Unit Software License Managers (USLM)

REF(s): AFI 33-114, LITTLE ROCK AFB I33-114

1. The following personnel are appointed as Unit Software License Managers.

Rank/Name	Primary/Alternate	Off Sym	DSN
	Primary		
	Alternate		

2. If replacement personnel are being appointed, a joint physical inventory of all software licenses was completed on _____.

3. If you have any questions, please contact POC Name DSN XXX-XXX.

NAME, RANK, USAF
Commander

cc:
Individuals

Attachment 3

UNIT SOFTWARE LICENSE MANAGER ANNUAL INVENTORY TEMPLATE

DATE		
MEMORANDUM FOR 19 CS/SCXS Base Software License Manager		
FROM: Unit/Det Commander Office Symbol		
SUBJECT: Unit Software License Managers (USLM) Annual Inventory		
REF(s): AFI 33-114, LITTLE ROCK AFB I33-114		
1. The following software inventory was conducted on DDMMYYYY by the appointed Unit Software License Managers.		
Software Name	# of Licenses Purchased	# of Licenses Installed
2. I certify that this is the only COTS and GOTS software we have installed in our unit.		
4. If you have any questions, please contact POC Name DSN XXX-XXX.		
COMMANDER'S NAME, RANK, USAF Commander		

Attachment 4

UNIT COMMANDER UNAPPROVED SOFTWARE PURCHASE REQUEST
TEMPLATE

DATE		
MEMORANDUM FOR 19 CS/SCXS Base Software License Manager		
FROM: Unit/Det Commander Office Symbol		
SUBJECT: Request to Purchase Unapproved Software for Certification Purposes		
REF(s): LITTLE ROCK AFB I33-114		
1. I am requesting the approval to purchase the following mission essential software:		
Software Name	Vender Name	Version
2. The purpose of this software is: Complete with detailed information.		
3. I understand that the approval to purchase this software is for AFNIC/NVI testing and certification purposes only and will not be allowed to be installed on any government owned asset until certification is acquired. I furthermore understand that this software may not be approved for use by AFNIC/NVI and may result in a waste of government funds.		
4. If you have any questions, please contact POC Name DSN XXX-XXX.		
COMMANDER'S NAME, RANK, USAF Commander		